

14
R U L E S
A N D
O R D E R S
O F T H E

Public Infirmary

A T
L I V E R P O O L.

*Homines ad Deos nulla re propius accedunt, quam salutem
hominibus dando.*

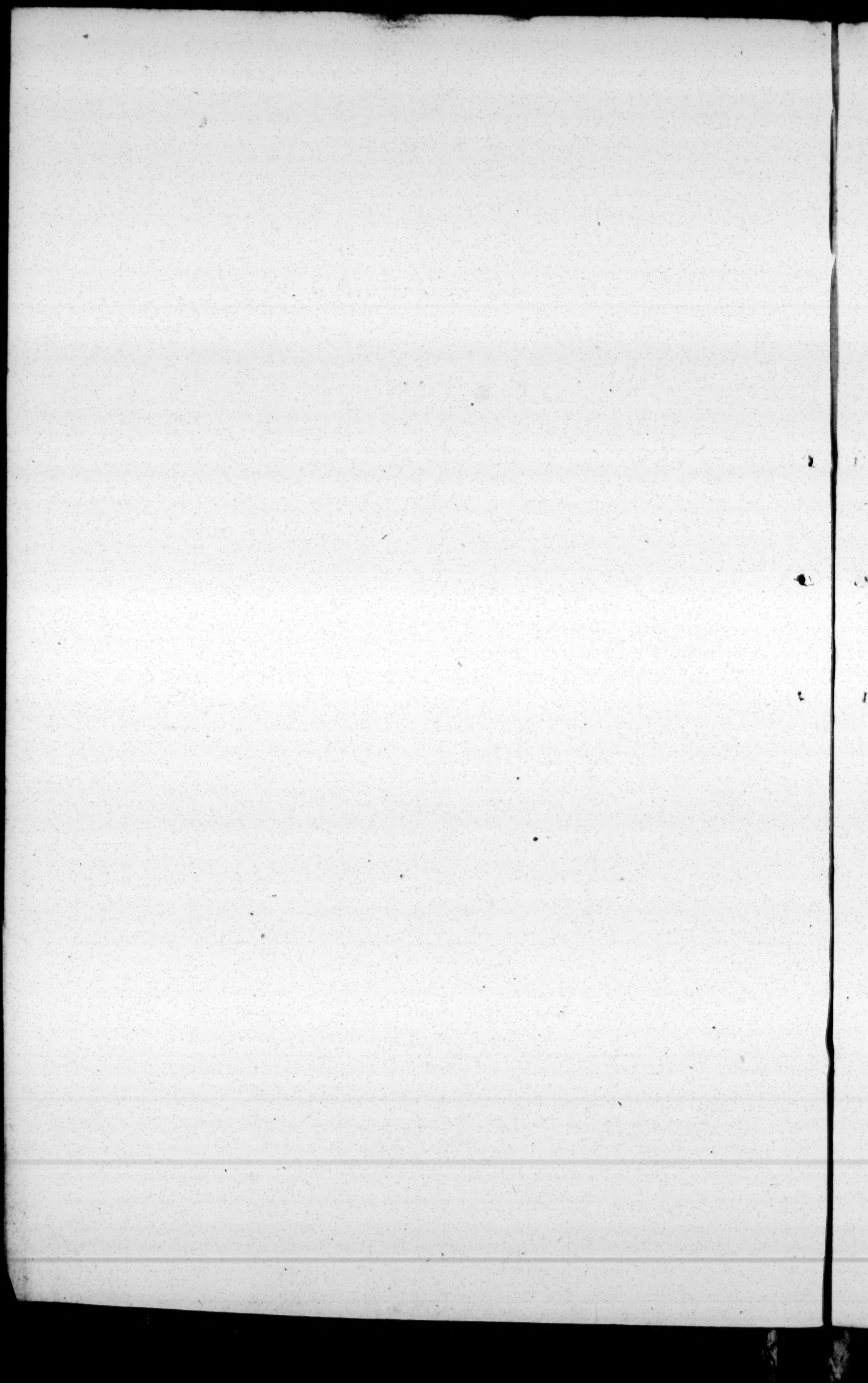
CIC. ORAT.



L I V E R P O O L:

Printed by A. WILLIAMSON, near the EXCHANGE.

MDCCLXXXI.



R U L E S,
F O R T H E
G O V E R N M E N T
O F T H E
L I V E R P O O L I N F I R M A R Y.

1. **T**HAT this Society be known and distinguished by the Name of *the Trustees of the PUBLIC INFIRMARY at LIVERPOOL*, and that the Government thereof be placed in the Hands of certain Trustees qualified as hereafter mentioned. Style of the Society.
2. THAT all Benefactors of Twenty Guineas or upwards, at one Time, be Trustees during Life. Trustees.
3. THAT all Subscribers of Two Guineas or upwards, annually, be Trustees during Payment: and that the Head, or other Officer, for the Time being, of any Township or Society subscribing Two Guineas or upwards annually, be allowed the Liberty of recommending Patients.
4. THAT a General Board only of Trustees be vested with the Power of making and repealing Laws, electing and removing Officers, and the supreme Direction of all Affairs; and that this Board consist of Fifteen at least. General Board.

5. THAT a General Board of Trustees be holden on the first Monday in March, the first Monday in June, the first Monday in September, and the first Monday in December; and when necessary, on special Occasions.

Elections 6. THAT all Elections, if contested, be made by Ballot, and all Questions decided by a Majority of Votes present, which shall be taken by Ballot, if required.

President 7. THAT there be elected annually at the General Board in March, a President for the ensuing Year.

Treasurer. 8. THAT at the General Board in March a Treasurer be annually chosen out of the Trustees, who shall give Bond in the Sum of One Thousand Pounds, to such Persons as the General Board shall appoint, for the due Accounting for all such Money as he shall receive for the Use of the INFIRMARY.

Under Treasurer. 9. THAT at the General Board in March two Under-Treasurers be appointed out of the Trustees residing in Liverpool, who shall give Bond, in the Sum of Five Hundred Pounds each, to such Persons as the Board shall appoint, for the due Accounting for all such Money as they shall receive for the Use of the INFIRMARY.

10. THAT the Under-Treasurers pay all Bills; an Order for their Payment being first signed by the Chairman of the Quarterly Board.

11. THAT on the Death of a Treasurer, the Under-Treasurers may act in their own Names, till a new Treasurer be chosen.

12. THAT

12. THAT at the General Board in March two Trustees be annually chosen to inspect and audit the Accounts of the INFIRMARY, and to report the State thereof from Time to Time to the General Board. Auditors
13. THAT there be a Weekly Board of Trustees, which shall consist of five at least, to meet every Thursday at Eleven o'Clock, at the INFIRMARY. Weekly Board.
14. THAT the Weekly Board inspect the Observations of the House-Visitors and visiting Apothecary, regulate all Matters relating to the Admission or Discharge of Patients, inquire into the Conduct of Officers and Servants, and prepare such Matters as are proper to be laid before the General Board.
15. THAT at the General Board in March, the Officers of the present, and the preceding Year, and Twelve of the Trustees be appointed a Committee of Economy, to meet every other Thursday at Ten o'Clock, that they inspect into the Quality of the Provisions, and examine the Accounts of the expenditure thereof, enquire into the conduct of the Servants, visit the Wards, and such others Parts of the House as they may think necessary: that by Eleven o'Clock they attend the Weekly Board, and lay before that Board such Remarks as the nature of their Office may enable them to make. Committee of Economy
16. THAT the President by his own Authority, or the Weekly Board, twelve Members being present, have Power to summon a Special Board upon an Emergency; affixing public Notice Special Board.

Notice in writing, fifteen Days before, with the Business therein specified, upon the Gate of the Infirmary, in the Board Room, and at the Exchange; and also giving the like Notice in the Churches on the Sunday preceding.

17. THAT the President at all Boards and Meetings take the Chair: or, in his Absence, the Treasurer: But that, in the Absence of both, the Members present appoint their own Chairman; who, upon an Equality of Votes, shall have a casting one.

18. THAT at every General Board the Proceedings of the last General Board, and at every Weekly Board, the Proceedings of the last Weekly Board shall be read over and signed by the Chairman; and that no Order of either Board shall continue longer in Force, unless approved of by such subsequent Board.

Physicians
and
Surgeons

19. THAT Three Physicians and Three Surgeons be elected at a General Board to attend the Infirmary, and that they have the Privilege of Trustees.

Officers
and Ser-
vants.

20. THAT there be appointed an Apothecary, who shall likewise act as Secretary, a Matron, Porter, Nurses, &c. as Servants to attend the INFIRMARY.

21. THAT when any Vacancy shall happen in the Office of Physician or Surgeon, or of Apothecary and Secretary, or of Matron, the Weekly Board shall summon a General Board to fill up the Vacancy, unless the stated General Board shall happen in Course at a Convenient Distance, and in either Case fifteen Days Notice

ice shall be given of such Election, as is before directed.

22. THAT the Apothecary and Secretary, and Matron, may be suspended for Misconduct by the Weekly Board, twelve Members being present, and others appointed during the Suspension: That the Nurses and other inferior Servants may be discharged by this Board, and others chosen in their Room.

23. THAT the Clergy of *Liverpool* be desired in Monthly Rotation to read Prayers and visit the Sick at a convenient Hour, to administer the Communion at proper Times, and to bury the Dead; and that their Attendance be registered in the visitors Book.

Visiting
Clergy-
men.

24. THAT besides the Officers of the present and preceding Year, and the other Members of the Board of CEconomy, the rest of the Trustees residing in Town, be appointed to visit the House as often as they may think proper in such Monthly Rotation as may be fixed upon at a General Board, and that they attend all the Boards that may happen in the course of their Visitation.

House
Visitors.

25. THAT the Physicians and Surgeons of the House, and Apothecaries who are Subscribers, be a Committee for buying Drugs, and that any Three, Two of them being of the Faculty then attending the House, have Power to act: and that such Apothecaries be desired, by Monthly Rotation, to visit the House-Dispensary whenever they may think proper, and to observe that the Apothecary performs his Duty; and that they insert their Observations

Commit-
tee to buy
Drugs, &
Visiting
Apothe-
cary.

tions in a Book to be provided for that Purpose.

Anni-
versary
Meeting.

26. THAT an annual Meeting of all the Contributors be held on the second Wednesday in May; and that a Sermon be then preached before the Society by one whom the President, or the Treasurer commissioned by him, shall provide for that Purpose.

Annual
Account

27. THAT a Report of the State of the INFIRMARY, and of the Number of Patients received and discharged within the Year, with an Abstract of the Accounts, be drawn up at the end of every Year by the Auditors, and published before the annual Meeting, for the Satisfaction of the Contributors.

Subscrip-
tions.

28. THAT all Subscriptions for the current Year, be paid as soon as may be after the Year commences (which is to be reckoned from the 25th of March) as Bills are paid Quarterly.

Officers
to serve
gratis.

29. THAT no Treasurer, Under-Treasurer, Auditor, Physician or Surgeon, shall receive any Reward, Salary, or Gratuity from the INFIRMARY for his Service.

Servants,
&c. to re-
ceive no
Gratuity.

30. THAT no Patients, or Servants of the INFIRMARY, do at any Time presume, on pain of Expulsion, to give or take of any Person whatsoever, any Fee, Reward, or Gratuity of any kind, directly or indirectly, for any Service done, or to be done, on Account of the INFIRMARY.

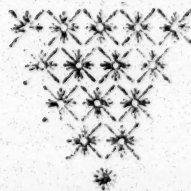
31. THAT all Servants of the House be free from the Burden of Children and the Care of a Family.

32. THAT

32. THAT a Table of the Rules or Orders, which relate to the Conduct of Patients and Servants, be hung up in each Ward and publicly read over every Sunday Morning, by the Apothecary, or a Substitute. Table of Rules
33. THAT Tables of all Legacies and Benefactions, of Twenty-one Pounds or upwards, be hung up in the Board-Room. Benefactions
34. THAT an Inventory of all the Household Goods and Furniture belonging to the INFIRMARY be kept by the Secretary, and a Copy thereof by the Matron: And that once every Year, at some convenient Time before the stated Board in March, the Auditors do cause a fresh Inventory to be made, and compare it with that of the preceding Year, as well as with the Account of what has been purchased since. Inventory.
35. THAT the Appointment of the particular Diet of the Patients be under the Regulation of their respective Physician or Surgeon; and that no other Provisions or Liquors be brought into the House to them, on any Pretence whatever. Liquors, &c. prohibited
36. THAT Poor's Boxes be set up in convenient places, to each of which there shall be two Locks: The Keys to be kept by the Under-Treasurers, and the Money therein collected applied to the Use of the INFIRMARY. Poor's Boxes.
37. THAT the Tradesmen in general, for the Year be nominated at the General Board in March, and that the Appointment of such as are not then nominated, be vested in the Officers. Method of dealing with Tradesmen

cers for the Time being, who with the consent of a Weekly Board shall have a Power to change such Tradesmen as do not serve the House on equitable Terms.

38. That all Deeds, Evidences, and Writings, relating to this Infirmary, or, where the Originals cannot be obtained, attested Copies thereof, shall be preserved in an Iron-Chest provided for that Purpose and secured by three Locks, the Keys whereof to be kept by the Treasurer and Under-Treasurers for the Time being.



ADMISSION and DISCHARGE of PATIENTS.

39. **T**HAT Patients be admitted and discharged every Thursday, by the Weekly Board, between the Hour of Eleven and Twelve, and that the Candidates for Admission do attend before the Hour of Eleven. Time of Admission
40. THAT no Persons be admitted, whose circumstances enable them to pay for their Cure. Rules of Admission
41. THAT no One be admitted, or suffered to remain as an In-patient, whose Case may be equally relieved as an Out-patient.
42. THAT no Person be admitted a Patient without the Recommendation of a Trustee, except in Cases of Casualties or the most urgent Necessity; in which Cases the Apothecary, or Matron, sending immediate Notice to the Physician or Surgeon of the Week, may give Admission.
43. THAT no annual Subscriber of less than Two Guineas, or Benefactor of less than Twenty Guineas shall have a right to recommend an In-patient.
44. THAT every, or any Person who shall give, devise or Bequeath to the INFIRMARY one hundred Pounds in Personalty or Lands, at any one Gift, Devise or Bequest by Will or other Writing, in the Presence of two or more Witnesses, shall have Liberty to appoint an Assignee, who shall in like Manner have a Power to appoint an Assignee and so on successively

cessively for ever, to recommend one In-patient, and two Out-patients, annually, and no more : And the same Liberty and Power shall extend to, and be allowed for every hundred Pounds more to be given by any one Person as aforesaid.

45. THAT no Subscriber's Recommendation be accepted while his Subscription is in arrear.

46. THAT a Letter signed by the Secretary, be sent to every Person who recommends a Patient that cannot be admitted, acquainting him of the reason why such Person is inadmissible, and the like when a Person is discharged for irregularity, is found incurable, or happens to die.

Patients
at a distance to
send in
their Cases

47. THAT the Cases of Patients, to be recommended from Places at a remote Distance, may be sent, drawn up by some Physician, Surgeon or Apothecary, to the Infirmary, Post paid; to which an Answer shall be returned, whether, and when they shall be admitted. But that the Board shall have the Liberty of rejecting such Patients, if their Cases appear to have been misrepresented.

Preference of
Patients

48. THAT when any Persons duly recommended, and qualified to be In-patients, cannot have admission, for want of Room in the INFIRMARY, those shall be received first whose Cases require the most immediate Assistance, and in Cases of equal exigency, the Preference shall be given to such who live at the greatest Distance; and that in the mean Time such Persons who could not be admitted for want of Room, be treated as Out-patients;
and

and have, at the next board, or before, their Cases first consider'd and prefer'd to others of equal Necessity, that they may be received into the House.

49. THAT no Woman big with Child, no Child under seven Years of Age, except in extraordinary Cases; no Persons disordered in their Senses, suspected to have the Small-Pox, Itch, or other Infectious Dislemper, or that are apprehended to be in a dying Condition or Incurable, be admitted as In-patients, or, if inadvertently admitted, be suffered to continue. Cases excepted.
50. THAT no Soldier be admitted an In-patient 'till his Officer has engaged to pay his Subsistence Money to the Treasurer, or one of the Deputies, during the Time he shall continue in the House; except Soldiers on Furlough, who have no Officer ready to stipulate for them. Soldiers
51. THAT all Persons who have been admitted into the House, and in three Months have received no Benefit, be discharged; unless the Physicians and Surgeons notify to the Weekly Board, that there is a probability of their obtaining a Cure or considerable Relief by longer continuance. Incurables to be discharged.
52. THAT when Patients are cured, they be enjoined at their Discharge to return public Thanks in their respective Places of Divine Worship, and that the Secretary do fill up a printed Form to be delivered by them to the Clergy for that Purpose. Patients to return thanks

PHYSICIANS

PHYSICIANS and SURGEONS.

53. **T**HAT a Phyfician and Surgeon attend at the INFIRMARY every Thursday, at Eleven o'Clock, to examine thofe who fhall be recommended for Patients, to give their Opinion to the Board of the feveral Cafes, and to receive under their care fuch as fhall be admitted.
54. **T**HAT the Phyficians and Surgeons open all recommendatory Letters, when the Weekly-Board is not fitting, and act according to the Rules of the Infirmary in regard to the Admiffion of Patients.
55. **T**HAT all Patients, during their continuance in the Houfe, be under the Care of the Phyfician or Surgeon, or both, who received them on the Day of their Admiffion.
56. **T**HAT all the Phyficians and Surgeons do attend at the INFIRMARY every Tuesday and Saturday, at Eleven of the Clock or before, to vifit their In-patients, and confult upon difficult Cafes: That on Tuesday alfo they note down Patients that are proper to be difcharged on the Thursday following: and, on Saturday prefcribe for their Out-patients, then on the Book.
57. **T**HAT each Phyfician and Surgeon vifit his refpective In-patients at other Times, as often as he fhall judge neceffary, or fhall have Notice of any fudden Emergency from the Apothecary.

58. **T**HAT

58. THAT no Amputation, or other great Operation, except an urgent Occasion requires it, be performed without a previous Consultation of the Physicians and Surgeons.
59. THAT each Physician and Surgeon, whose Business or Indisposition shall oblige him to be absent, engage some other Physician or Surgeon of the Infirmary to officiate for him.
60. THAT the House Apprentices, the Surgeon's Assistants, and Out-pupils attending the Infirmary, do behave respectfully to the Officers, with decency and propriety to the Patients and Servants, and conform in all things to the Rules of the House, the Orders of the Board, and the Regulations for their Conduct laid down by the Physicians, Surgeons, and Apothecary, on pain of being deprived of the advantage of attending the House.
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House Apothecary and Secretary.

61. **T**HAT the House-Apothecary fix a Ticket on each Patient's Bed, with the Name of the Patient thereon, together with that of the Physician and Surgeon, the time of Admission, and the Patient's Disease, and that he keep a Book specifying the Diet according to the Prescription of the Physician or Surgeon.
62. THAT he visit the Wards every Morning, and be prepared to report the State of the Patients to the Physicians and Surgeons, and that he deliver the Medicines to the Nurses of each respective Ward, with proper Directions for their administering them to the Patients.
63. THAT

63. THAT an Account of the Number of Beds, that become vacant in each Ward, be delivered in by him at the Weekly Board, with a List of Patients in each Ward, and under whose care they are, and of such Patients as have been in the House three Months.

64. THAT he cause the Names of the Patients to be called over in each Ward every Morning and Evening, and enter into the House-Visitor's Book, the Names of those who are absent.

65. THAT he dispense no Medicines without the direction of the Physicians or Surgeons, except in Cases of necessity, when they cannot be consulted.

66. THAT he do not presume to practise as an Apothecary out of the House, or attend any other Business than that of the Infirmary.

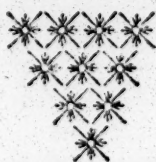
67. THAT no Drugs or Medicines be bought by him without an Order from the Committee for providing Drugs, except in Cases of Necessity, and then not without an Order signed by one of the Physicians.

68. THAT no Drugs or Medicines be deposited among the Stores, 'till they have been examined by the Committee for buying Drugs.

69. THAT the Apothecary have the Charge of all the Drugs and Medicines, and keep an Account thereof in a proper Book, when, and in what Quantity, he receives them into the Stores; and that the Visiting Apothecary audit this Account.

67. THAT

70. THAT the Apothecary be never absent at the same Time with the Matron, or when the Physicians and Surgeons are to attend; and that before he goes out, he always acquaint the Matron where he may be found: That he be at home at a seasonable Hour in the Evening, and do not lie out of the House without special leave in writing from one of the Officers for the Time being.
71. THAT as Secretary he attend at every Board, to minute down and register all Proceedings, and that he be always ready to produce the Books and Accounts of the Society fairly written when required, and that he attend daily Prayers in the Board Room.
72. THAT he enter, in a Register, the Names of the In-and Out-patients, the Parish they belong to, their Age and Distemper, when admitted, when discharged, and in what State.
73. THAT he give due Notice in Writing to the House-Visitors, the Clergyman, and Visiting Apothecary every Month, before their Turn begins; and likewise to the House-Visitors, timely Notice of every Board; and of every General-Board to the Trustees at large who reside in Town.



C

MATRON.

M A T R O N.

74. **T**HAT the Matron take Care of all the Household Goods and Furniture according to the Inventory, and be ready to give an Account thereof when required.
75. **T**HAT she visit the Wards and Offices every Day; and take Care that the Chambers, Beds, Clothes, Linnen, and all Things within the Infirmary, be kept clean: and that she attend daily Prayers in the Board Room.
76. **T**HAT she see the Provisions and other Necessaries, weighed or measured, when they are brought into the House, and keep a daily Account of the Expenditure thereof, ready to be laid before the Board of Economy; that she attend to the due Distribution of them, and never suffer any to be carried out of the House.
77. **T**HAT she keep a Copy of the Diet Book, by which the Number of Patients on each Diet may be known.
78. **T**HAT she take care of the Keys of the Doors, and see that the outer Gates be always lock'd at nine in the Evening from Michaelmas to Lady-Day, and at ten in the Evening from Lady-Day to Michaelmas.
79. **T**HAT she see that the Nurses, Servants and Patients observe the Rules of the House, and do their Duty; and in Case of Misbehaviour or Neglect, acquaint the Weekly-Board or House-Visitors therewith.

S E R V A N T S

S E R V A N T S .

80. **T**HAT the Nurses clean their respective Wards by seven in the Morning, from the first of March to the first of October, and by eight in the Morning from the first of October to the first of March ; and that they serve up Breakfast within an Hour after the Wards are cleaned, and see that the Patients take the Medicines regularly, agreeable to the Directions of the Apothecary.
81. **T**HAT the Nurses and Servants obey the Apothecary as their Master, and the Matron as their Mistress, that they behave with tenderness to the Patients, civility and respect to all Strangers, and when the Visitors enter the Wards, they are to withdraw.
82. **T**HAT the Porter carefully attend the Door, and suffer no In-patient to go out without leave ; and that he inform the Matron of any Stranger that comes into the Infirmary.
83. **T**HAT he obey the Orders of the Officers for the time being, of the Physicians, Surgeons and Apothecary, and do the labouring Work of the House, when ordered by the Matron ; and that before he go out on Business, he give Notice to the Matron, that another may be appointed to attend the Door.
84. **T**HAT the Servants in general suffer no Provisions or Liquor to be clandestinely brought into the House for the Patients, on pain of Expulsion.

P A T I E N T S .

P A T I E N T S. .

85. **T**HAT no In-patient go out of the Infirmary without leave from his or her respective Physician or Surgeon, first signified to the Matron; and that none lie out of the House on any pretence whatever, on Pain of Expulsion.
86. **T**HAT no Men-patients go into the Women's Wards, nor Women into the Men's, without leave of the Matron.
87. **T**HAT they do not swear, curse, behave rudely, or indecently, on pain of Expulsion, after the first Admonition.
88. **T**HAT no Patient presume to play at Cards, Dice, or any other Game, within the Walls of the Infirmary or Garden, or to smoke any where within Doors, without leave of the Apothecary.
89. **T**HAT the Patients may go into the Garden, every Day when the Weather is good, for the Benefit of the Air, first obtaining leave of the Apothecary; the Men in the Forenoon, from Nine to Twelve in the Summer, and from Ten to Twelve in the Winter; the Women in the Afternoon, from Three to Six in the Summer, and from Two to Four in the Winter; and that they be guilty of no irregular behaviour whilst there, on pain of Expulsion.
90. **T**HAT such Patients, as are able, do assist in nursing the Patients, washing and ironing the Linnen, cleaning the Wards, and be employed in any other service that the Matron shall require.
91. **T**HAT no Person shall be admitted to visit the Patients (without particular leave) except on Monday's and Friday's in the Afternoon, between
the

the Hours of Three and Six o'Clock in Summer, and between Two o'Clock and Four, in the Winter.

92. THAT the Boxes of all the Patients be examined twice a Week, by the Apothecary and Matron, and if any Provisions be found therein (except such as are allowed by the House) that the same be taken away, and a Report thereof be made to the next Board.
93. THAT when the Visitors enter the Ward, the Patients shall all appear at their Beds, in order to answer any Questions that may be asked them.
94. THAT the Out-patients be assisted with Advice and Medicines only, and be no other way chargeable to the Society.
95. THAT they attend exactly at eleven o'Clock every Saturday, and, if they absent themselves twice together, without a reasonable Cause to be allowed by their respective Physician or Surgeon, that they be liable to be discharged for Irregularity.
96. THAT no more Medicines be given them, 'till they deliver their Phials or Gallipots, and such Medicines as they have not used.
97. THAT no Patient presume to loiter about the Infirmary, or Streets adjacent, or to beg any where in Town, on pain of being discharged for Irregularity.
98. THAT no Person discharged for Irregularity be admitted again a Patient of the Infirmary on any recommendation whatsoever, unless in Cases of Accident or extreme Danger.
99. THAT

99. THAT when at any time Patients are discharged for Irregularity, the Secretary inform them, that they may attend the next Board, before whom their Names will be laid, and where they may be heard, and by whom it will be determined, whether they are to remain excluded in future, from being taken in ; And if they do not appear, or are judged unfit to be admitted again, an order to that purpose will be made in the Book and the Recommender be acquainted by Letter, of such Patient being discharged as Irregular, and for what Reason.

HOUSE - VISITORS.

100. **T**HAT the House Visitors visit the Wards and such other Parts of the House as they may think necessary, inquire whether the foregoing Rules concerning Officers, Servants, and Patients have been observed ; particularly, whether the Patients have been duly attended by the Physicians, Surgeons, Apothecary, &c. whether Prayers have been duly read ; whether the Patients or Servants have been guilty of swearing, drunkenness, any immorality or irregularity ; whether the Provisions are good, and whether any have been carried out or brought in to the Patients clandestinely, and by whom : And that they enter what they think observable in a Book to be provided for that Purpose.

101. THAT the Matron, Apothecary, and Servants, be ready to attend the Visitors in the Board-room : That when the Visitors enter the Wards, the Servants withdraw, and the Patients stand by their respective Beds.



All Persons who are disposed to contribute by Will to this Charity, are desired to do it in the following Manner.

I GIVE and bequeath unto A. B. and C. D. the Sum of _____ upon Trust that they do pay the same to the Treasurer for the time being of a Society, who call themselves *The Trustees of the Public Infirmary at Liverpool*, which Sum of _____ I desire may be applied towards carrying on the charitable Designs of the said Society.

Form of a Recommendatory Letter.

GENTLEMEN,

I Recommend to your Examination of the Parish of _____ whom I believe to be a real Object of Charity, and desire he may be admitted an In-(or Out-)patient of the Infirmary, if duly qualified.

To the Trustees of the Public
INFIRMARY at LIVERPOOL.

Age
Disease
How long ill

Form of an Answer, when the Person recommended is thought improper to be admitted.

S I R, LIVERPOOL INFIRMARY.

BY Order of the Weekly Board, now sitting, I beg leave to acquaint you that recommended by you an In- (or Out-) patient, appears upon Examination improper to be admitted.

Secretary.

Form

Form of an Answer when the House is full.

S I R,

LIVERPOOL INFIRMARY.

BY Order of the Weekly Board, now sitting, I beg leave to acquaint you, that recommended by you for an In-patient, cannot be received into the House for want of Room ; but is now entered in the Books as an Out-patient.

Secretary.

Form of a Notice to be sent to the Person recommending, when a Patient is discharged for Irregularity.

S I R,

LIVERPOOL INFIRMARY.

BY Order of the Weekly Board, now sitting, I beg leave to acquaint you, that being on Examination fully assured of the irregular Behaviour of recommended by you, they have thought themselves obliged to discharge him, (her) for

Secretary.

